

B.A. Bulletin

January 2000

Important Health Benefits News for Benefits Administrators

Upcoming Events

JAN

Jan. 11 ~ Intent to award medical/surgical contracts announced in *Commonwealth Currents*

Jan. 18 ~ Details on insurance for part-time employees mailed to benefits administrators

Jan. 24 ♦ Mailing to agencies on insurance plans for distribution to part-time employees

FEB

Feb. 1 ~ Announcement expected on intent to award contract for Long-Term Care Insurance

Feb. 29 ~ Tentative date for publishing rate sheets on plans effective July 1

MAR

Mar. 20 ~ New plan handbooks, provider directories and brochures published

Mar. 27 ♦ July 1 plan and rate notification mailing to benefits administrators, actives, non-Medicare retirees and extended coverage participants

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Virginia Department of Personnel and Training

Part-Time Employee Insurance Is Here!

Fringe Benefits Management Company (FBMC), which administers the Flexible Benefits program, is adding health insurance for part-time employees to its list of plans and services available through payroll deduction. Several plans will be offered. Two of them will provide guaranteed coverage without underwriting. Employees will be responsible for all premiums.

Plans Offered

♣ Trustmark Insurance Company (1-888-458-8995) will offer enrollment immediately.

♣ Trigon (1-800-334-7676) will offer its plans beginning on March 1.

♣ To be eligible, a part-time employee must work an average of 20 hours or more per week for at least six months. Adjunct faculty members must have taught one semester or two quarters.

A Note Regarding the Employee Services Section

The Employee Services section of the Office of Health Benefits will be operative Feb. 1. Please consider these points when inquiries come to you concerning Employee Services:

♣ Remember that Employee Services' primary role pertains to appeals. Take appropriate action to resolve employee concerns before Employee Services is contacted.

Note: The HealthKeepers HMO will no longer be available to **all members** starting July 1. Details will be sent to individual members this spring.

Contacting Employee Services

• **All communication** must be in written form.

• **Address:** Employee Services, Office of Health Benefits, 101 N. 14th Street, Richmond, VA 23219.

• **E-mail address for appeals:** Appeals@dpt.state.va.us.

• **E-mail address for Employee Services:** EeSvcS@dpt.state.va.us.

♣ Agency Benefits Administrators should continue to counsel employees and retirees. Employee Services does not replace the normal counseling and problem solving that benefits administrators perform.

♣ Be sure that employees and retirees understand that all communication with Employee Services must be in writing. See the box above for mailing and e-mail addresses.

♣ Any B.A. questions about Employee Services or appeals may be addressed to Carol Ray or a member of her staff in OHB.

Floating Enrollment Changes: Effective Dates

When Change is Received	Effective Date
• By the 15th of the month Ex: Change is received from Jan. 1- Jan. 15	• First day of the next month Effective date: Feb. 1
• 16th of the month or later Ex: Change is received from Jan. 16- Jan. 31	• First day of the second month Effective date: March 1